



HIGHLINE WATER DISTRICT
Regular Board Meeting Minutes
June 7, 2023

ATTENDEES			(Strikeouts indicate absence)
COMMISSIONERS	HWD STAFF	HWD ATTORNEY(S)	
Polly Daigle (remote)	Jeremy DelMar, General Manager		
Todd Fultz	Anne Paige, Finance/Administrative Manager	CONSULTANTS	
Daniel Johnson	Phil Hite, Operations Manager (arrived-9:05 a.m.)		
Vince Koester	Caryn Frye, EA/Contract Coordinator	GUESTS	
Kathleen Quong-Vermeire			

1. CALL TO ORDER

President Johnson called the meeting to order at 9:00 a.m.

2. APPROVE AGENDA

Motion duly made and seconded to approve the Agenda as presented. The motion carried unanimously.

3. CONSENT AGENDA

Motion duly made and seconded to approve the Consent Agenda as presented. The motion carried unanimously.

Minutes:	May 23, 2023			
WARRANTS				
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount
Maintenance	09-075-0010	06/07/2023	28908 - 28937	\$ 98,812.92
Construction	09-075-0030	06/07/2023	902720 - 902720	\$ 133.00
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Payroll Tax	09-075-0010	05/26/2023	06/07/2023	\$ 34,992.83
Direct Deposit – Payroll	09-075-0010	05/26/2023	06/02/2023	\$ 88,299.73
Dept. of Retirement	09-075-0010	05/26/2023	06/05/2023	\$ 21,249.31
Deferred Compensation	09-075-0010	05/26/2023	06/02/2023	\$ 5,928.85
Health Equity - HSA	09-075-0010	05/26/2023	06/02/2023	\$ 162.33
Payroll Tax	09-075-0010	05/26/2023	06/07/2023	\$ 34,992.83
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

No members of the public attended the meeting in person or remotely.

5. RESOLUTIONS/MOTIONS

None



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6. STAFF/COMMISSIONERS/ATTORNEY

Phil Hite

- 6.1 SCADA WIN911/WINCC System Software: Operations Manager Hite informed the Board that a portion of the SCADA system software will no longer be supported at the end of the year and will require upgrade. The purchase price for the replacement software and supporting software should be within the purchasing authority of staff.
- 6.2 Pump Station 6 SCADA System Upgrades: Hite informed the Board that Pump Station 6 system controls need upgrades. The existing hardware will soon not be able to support software version upgrades. Lead time for the replacement equipment may exceed 74 weeks. Discussion ensued. Hite stated he will bring back to the Board a Resolution to authorize the single source and proceed with the ordering of the equipment.
- 6.3 Staffing – Hite informed the Board that we have made an offer to a candidate to fill the Utility Worker position.

Anne Paige

- 6.4 Year End Financials: Admin Manager Paige informed the Board that the year-end financials have been submitted to the Washington State Auditor's Office.
- 6.5 Enterprise Resource Program (ERP) System: Paige updated the status of the project to the Board. No action taken.

Jeremy DelMar

- 6.6 Des Moines Treatment Plant Electrical Upgrades: General Manager DelMar updated the Board on the need to upgrade power equipment at the DMTP. He discussed the proposal from RH2 Engineering for preliminary work to identify needed work and proposed costs. Discussion ensued. Under existing approval authority, DelMar will enter into an agreement for the first phase of work with RH2.
- 6.7 Project Bids: DelMar informed the Board that two District projects will be out to bid by partner agencies in June. The projects include the City of Des Moines 24th Ave S project and the King County Trail relocation project.



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There being no further business, President Johnson concluded the meeting at 9:29 a.m.

BOARD OF COMMISSIONERS

DocuSigned by:

Daniel Johnson

Daniel Johnson, President

DocuSigned by:

Kathleen Quong-Vermeire

Kathleen Quong-Vermeire, Secretary

DocuSigned by:

Polly Daigle

Polly Daigle, Commissioner

DocuSigned by:

Todd Fultz

Todd Fultz, Commissioner

DocuSigned by:

Vince Koester

Vince Koester, Commissioner